

13 MAR 1957

Cable Secretariat

Chief, Records Management Staff

Records Disposition Plan

X1 1. Attached is the Records Control Schedule prepared for your office by [] of the Records Management Staff. This schedule contains instructions for either the retirement, destruction, or preservation of your records. However, it should be noted that this schedule only gives legal authority for the destruction and retirement of records. All actions taken under this authority must also conform to Agency security regulations.

2. Total record holdings of your Office amount to 177 cubic feet that are presently filed in 26 pieces of equipment having a replacement value of \$9,095. Two percent of these have been scheduled as having permanent record value; the remainder may be retired or destroyed in accordance with instructions in the schedule.

3. The effectiveness of the Agency's Records Management Program is determined in part, by the compilation of data pertaining to the disposition of records. It will be appreciated therefore if you will send me the following information at the end of each fiscal year:

- a. Volume (cu.ft.) of records on hand at beginning of reporting period.
- b. Volume (cu.ft.) of records transferred to the Records Center during reporting period.
- c. Volume (cu.ft.) of records destroyed during the reporting period.
- d. Volume (cu.ft.) of records on hand at end of reporting period.

4. I wish to thank [] for his cooperation and assistance in developing the Records Control Schedule. Please feel free to call on me at any time for assistance in carrying out your records program.

25X

[]

25X

Attachment

X1 Mgt/S/RMS/RDB/ [] jml(13Mar.57)

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SECRET

Permanent Material

Cable Secretariat

Item No.

- 1 Subject File
Consists of correspondence, reports, emergency plans, SOP's, and other papers which document the policies and procedures pertaining to the processing and distribution of incoming and outgoing CIA cables and the proper release of outgoing cables as assigned by CIA Regulation. Arranged alphabetically according to the Agency Subject-Numeric filing system.
- 2 Career Service Panel File
Consists of the official minutes, agenda, reports, and other correspondence related to the meetings of the Cable Secretariat Career Service Panel. This file contains information on Panel recommendations for employee promotion, transfer, and reassignment; criteria for membership in the Career Staff; and policies and working procedures for the Panel. Arranged chronologically.
- 5 Activity Reports File
Consists of monthly activity reports prepared for the Executive Assistant to the DCI. These reports contain information on the number of cables processed (in and out), percentage of cables forwarded to the DCI, personnel situation and work load, emergency planning, etc., and are used in the preparation of the Annual Progress Report. Filed chronologically.
b. Annual Progress Reports.

RECOMMENDATIONS FOR THE OFFICE OF THE CABLE SECRETARIAT
MADE IN CONJUNCTION WITH THE RECORDS CONTROL SCHEDULE PREPARED FOR THAT OFFICE

RECOMMENDATION NO. 1 - THAT THE USE OF THE CABLE RECEIPT FOR CABLES
DISSEMINATED WITHIN THE AGENCY BE DISCONTINUED EXCEPT FOR THOSE
CLASSIFIED TOP SECRET.

K1 CIA Regulation [] dated 28 January 1952, does not require the use
of document receipts for the internal dissemination or transfer of
material below the classification of Top Secret except as deemed
necessary by the sender. By continuing to use the log system which
K1 is required by Regulation [] and the Courier Receipt which is signed
by both the courier and recipient, it seems that adequate control could
be maintained over the internal dissemination of cables. In many offices
of the Agency the log is the sole record of receipt and dispatch of
material. Discontinuance of the receipt would save considerable time
in the preparation of cables for dispatch and eliminate the filing and
storage problem for a relatively large volume of receipts (there are now
approximately 8.0 cubic feet which have accumulated during the past 6
months.)

RECOMMENDATION NO. 2 - THAT THE MAINTENANCE OF THE CABLE REFERENCE FILE
BE DISCONTINUED EXCEPT FOR REFERENCE COPIES OF THOSE CABLES SELECTED
AND FORWARDED TO THE DCI.

The Cable Secretariat is located in room 2202 "L" building and the
Signal Center, Office of Communications is directly below in room 1202.

The communications system between the two offices is such that incoming
messages received by the Signal Center are placed in a wire mesh basket
and transported to the Cable Secretariat by raising the basket through
a hole in the floor by means of a wire cable and pulleys. The reverse
is true for cables being transmitted by the Signal Center.

The Cable Secretariat maintains for reference purposes 1 or more copies
of all processed cables. At the present time this file amounts to
90 cubic feet and occupies 11 safe cabinets. The Signal Center (directly
below) also files one copy of the same cables for record and reference
purposes.. Cables in both files are held until 6 months old. Then the
Secretariat's cables are destroyed while those of the Signal Center are
microfilmed before destruction.

Continued maintenance of both these files for reference purposes does
not appear warranted. CIA Regulation [] dated 27 August 1956
requires recipients of cables to keep these cables for a six month
period to meet reference needs, and provides that reference to cables
over 6 months old will be furnished by the Signal Center. The Cable
Secretariat's reference requirements (necessary to process current
cables) may be met by use of the Cable Log and access to both current
and non-current cables in the Signal Center.

*These recommendations were not submitted to
the Cable Secretary (per [] R.F.W.)*